



United States Department of State

U.S. Embassy Pristina

VACANCY ANNOUNCEMENT
16/2013

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: **FMF (Foreign Military Financing) CASE MANAGER**
OPENING DATE: SEPTEMBER 3, 2013
CLOSING DATE: SEPTEMBER 17, 2013
WORK HOURS: FULL-TIME; 40 HRS/WEEK
SALARY: FSN 8 (16,291.00 €)

U.S. Embassy Pristina is seeking a qualified individual for the position of **FMF (Foreign Military Financing) CASE MANAGER in the Embassy Office of Defense Cooperation (ODC)**.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

MAJOR DUTIES & RESPONSIBILITIES

FMF CASE MANAGER (70%)

Assist ODC Chief with management of millions of dollars of Foreign Military Sales (FMS) programs. Case manager and correspondence link between the Kosovo Ministry of Defense with the US counterparts. Implement system with Customs officials to expedite movement of FMS property. Creation, maintenance and update of FMS files.

LIAISON OFFICER (20%)

Liaison officer to the Kosovo Ministry of Defense includes: daily contacts with the Ministry counterparts regarding current and future activities, schedule and attend meetings, written correspondence and translation services.

HUMANITARIAN ASSISTANCE PROGRAM (HAP) (10%)

Responsible for Humanitarian Assistance Program (HAP), including Excess Property Program which involves: responsible for analysis and submission of the projects, following the progress of the projects, project evaluations, responsible for the MIPRs and transfer of money assisting in customs clearance of the arrived equipment, continuous contact and correspondence with the contractors and the local staff, project development reports and final reports. Humanitarian Assistance and Excess Property projects vary from \$30,000 to \$350,000.

REQUIRED QUALIFICATIONS

Education: Completion of college or University studies in Business, Finance, Public Administration, International Studies or related field.

Prior Work Experience: Minimum two years previous office administrative/budgetary experience. Minimum two years of driving experience.

Language Proficiency: Level 4 (fluency in speaking/writing/understanding) English & Albanian are required. At level 4 the employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate from Albanian language into precise and correct English. On occasion, the employee is expected to act as an interpreter in different situations. Level 2 (limited knowledge) Serbian.

Knowledge: Must have good knowledge of the Mission as well as all functions and aspects of the Office of Defense Cooperation. Must have good knowledge of the military and political circumstances in the host country and be aware of the security situation. Must have knowledge of the USG policies and procedures in host country.

Skills and Abilities: Must have the ability to complete all the tasks related to the other ODC programs. Must be fully proficient in military terminology, including military acronyms and phrases. Must maintain high level knowledge about the current military requirements and interests of the host country and closely cooperate with the host officials that are building the national military strategy program. Must have B category driver's license.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current ordinarily resident employees with an overall summary rating of needs improvement or unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
4. The candidate must be able to obtain and hold a security clearance.

TO APPLY

Interested candidates for this position should submit the following:

1. U.S. Embassy Pristina Application for Employment
2. A current resume or Curriculum Vitae.
3. Other documentation (copies of degrees earned) that address the minimum requirements of the position listed above.
4. Copy of Kosovo ID or copy of Passport

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

Hand -deliver them to:
U.S. Embassy Pristina
Human Resources Office
RR. Nazim Hikmet #30
10, 000 Pristina, Kosovo

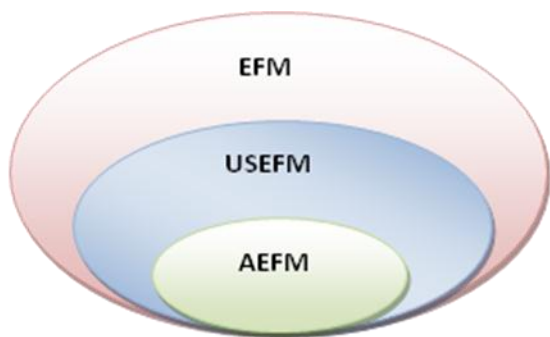
The US Mission in Pristina provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLOSING DATE FOR THIS POSITION:

SEPTEMBER 17, 2013 - BY CLOSE OF BUSINESS

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,

- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).